

APPENDIX

Appendix D

Memorial Recognition Policy

Board Motion Number:	98.70
Date of Original Board Motion Number:	November 1998
Date of Current Issue:	
Date of Next Review:	October 2009
Attachments:	None

Signature of Board Chairperson (and Date):

It shall be the policy of the North Kawartha Public Library to recognize in memorial the passing of certain individuals.

The Library Board shall recognize the passing of the following individuals:

A current member of the Board

A current employee

The following family members of a current Board member or employee:

Spouse/companion

Father/mother

Son/daughter

Brother/sister

Grandchild

In recognition of the passing of the above, a donation of \$50.00 will be made to the registered charity of choice as determined by the family. Where no charity is specified, said donation will be made to the North Kawartha Public Library. A sympathy card will be sent to the relatives on behalf of the Board members and staff.

Appendix E

Special Memorial Money Donations to the Library

Board Motion Number:
Date of Original Board Motion Number: **July 12, 2001**
Date of Current Issue:
Date of Next Review: **October 2009**
Attachments: None

Signature of Board Chairperson (and Date):

Donations to the North Kawartha Public Library will be allocated to the Revenue Canada reserve account (Registered Charities Number BN 10681 8800)

The Board will honour any specific requests by the donor after consideration.

Unspecified funds will be spent as determined by the Library Board will be spent as determined by the Library Board with special emphasis on:

1. Material resources (books, videos/DVD's, books on tape/CD and music CD's)
2. Furnishings
3. Computer Equipment

Unless the donor wishes to remain anonymous, the Library will appropriately recognize the donation.

Appendix G

Facility and Equipment Rental Policy

Board Motion Number:	07.96
Date of Original Board Motion Number:	June 14, 2004 (Motion 04.53)
Date of Current Issue:	June 18, 2007
Date of Next Review:	October 2009
Attachments:	None

Signature of Board Chairperson (and Date):

The rates for rental of the building shall be as follows:

\$15 per hour Monday - Thursday

\$25 per hour Friday - Sunday

\$75 per half day (up to 4 hours)

\$125 full day

If the use of any Library computer(s) is required during the rental period, a Library staff member must be present.

Equipment Rental Fee Schedule

NEC MT820 Multimedia Projector

\$30 per day. A \$250 refundable deposit is required at the time of pickup.

ELMO HP4KDX Overhead Projector

\$10 per day. A \$75 refundable deposit is required at the time of pickup.

No Charge Library Use

1) Applicant to put in writing their request and submit it to the North Kawartha Library Board as an agenda item.

2) Library Board to evaluate each request on it's own merit by asking the following and any additional questions.

What is the function?

Is it for the betterment of the community?

Is the date requested available?

Is this a one time event, if not please outline dates required.

Does the function require staffing?

Where are the proceeds being donated if revenue is involved?

3) Where permission is granted, event posters or notices must stipulate that the event is "sponsored by the Township of North Kawartha".

Appendix K

Procurement and Purchasing

Board Motion Number: **07.119**
Date of Original Board Motion Number: **July 16, 2007**
Date of Current Issue:
Date of Next Review: **October 2009**
Attachments: None

Signature of Board Chairperson (and Date):

In order to establish the limits and policies for the purchase and disposal of goods for the North Kawartha Public Library the following policies are to be enforced.

Except where a non-competitive commodity is required, all purchases shall be made on a competitive basis, provided that all other factors including quality and service are equal.

The purchase and distribution of all goods and services required by the Board shall be under the direction of the CEO/Librarian, except as otherwise provided in the Policy.

The Board recognizes the benefits to be gained by participating in cooperative purchasing ventures, and authorizes such participation in joint tender calls, and other co-operative purchasing ventures that may be undertaken with other local governments, Public Utility Commissions, hospitals and school boards.

Where it is deemed appropriate, suppliers and contractors performing construction, repair and maintenance services for the municipality must provide proof of liability insurance before such work is commenced.

TENDERS

All purchases of goods and services exceeding TWENTY-FIVE THOUSAND DOLLARS (\$25,000) will be made only after formal tenders have been called.

Board approval of the tender is not required if all of the following conditions have been met:

1. The project has been approved in the current year estimates;
2. More than one bid has been received;
3. The successful bid is under budget;
4. The contract is being awarded to the lowest bidder meeting the specifications;
5. The total value of the tender is less than \$500,000.00;
6. There are no senior government requirements for Board approval of a tender;
7. In the event that a project is over budget but meets all of the other criteria, the CEO/Librarian is authorized to approve the transfer of the unspent funds to make up shortfalls in funds for like projects which form part of the approved Capital Budget.

In such cases, the CEO/Librarian shall award the tender and the CEO/Librarian and the Board Chair are authorized to execute the necessary agreements. A list of such awards shall be provided to the Board quarterly. In all other cases, Board approval is required.

WRITTEN QUOTATIONS

For the purchase of goods or services over \$2001, at least three written quotations will be solicited before the purchase is made and the purchase shall be made from the lowest bidder meeting the specifications as approved by the CEO/Librarian or designate.

OTHER PURCHASES

The purchase of goods and services for \$2,000 or less shall be done by Purchasing Card.

The purchase of goods and services over \$2,001 shall be done by Purchase Order.

Purchase Orders will not be required in the following situations:

1. For recurring Utility charges;
2. For recurring items where a blanket purchase order or contract for goods or services is in effect;
3. For professional fees for service such as consultants, auditors, legal fees, property appraisers and other similar services;
4. For membership dues and subscriptions approved in the current budget;
5. For travel expenses, convention and seminar registrations, educational courses and training programs;
6. For postage, courier fees and transportation charges.

In the case of an emergency situation, the CEO/Librarian or designate is authorized to make such purchases from such suppliers and upon such terms and conditions as deemed necessary.

Appendix L

Disposal of Surplus Goods

Board Motion Number:	07.120
Date of Original Board Motion Number:	July 16, 2007
Date of Current Issue:	
Date of Next Review:	October 2009
Attachments:	None

Signature of Board Chairperson (and Date):

Statement of Policy: To provide direction for the disposal of surplus goods.

1. The CEO/Librarian shall have the authority to sell exchange or otherwise dispose of all equipment, material and supplies which are surplus to the needs of the Library by the following policies:

a) Where appropriate items shall be traded in or disposed of by such methods as yield the most favourable price;

b) for all items with an original purchase price up to \$2,000.00 the Chief Librarian shall determine the sale price and method of disposal (items up to \$100 may be advertised internally only);

c) For items over \$2,000.00 the Board will determine the sale price and the method of disposal. The sale price will be determined by obtaining three (3) estimates and if deemed appropriate will be advertised in the local press or sold by tender.

2. If no bids are received after all reasonable efforts have been made under the above procedures, the CEO/Librarian shall either:

- Fix what he considers to be an appropriate price and advertise externally or internally;
- Discard the item making reasonable efforts to recover the salvage value of the item.